

## Palmerston North City Council Job Profile

<b>Position Title</b>	Advanced Building Officer
<b>Reporting to</b>	Head of Building Services
<b>Unit</b>	Customer Services
<b>Date Created</b>	August 2019

### Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for our own actions, and have a positive, friendly, and professional approach.

### Context

The Building Services Division (approximately 24 people) is tasked with ensuring the appropriate statutory requirements are met through the processing of building consent applications, undertaking building, plumbing, and drainage inspections, ensuring compliance with the Building Act (2004), and providing advisory services. The division is also contracted to provide building services on behalf of the Manawatu District Council at its Feilding Office.

### Main Purpose

Advanced Building Officers are primarily responsible for ensuring compliance with the Building Code and Building Act. Building Officers are responsible for ensuring that building work – either new or modifications to existing structures – meet the required standards under the Building Act through processing Building Consents and inspecting site work.

### Key Areas of Responsibility

- Review documentation submitted for Building Consents to ensure that it meets the required standards. Process building consents as per Council and statutory guidelines (in terms of quality and timeliness) endeavouring to make sure that risk and potential liability to Council is reduced.
- Carry out inspections and certify building work in line with relevant Building legislation to ensure that work complies with Council and Statutory guidelines endeavouring to make sure that risk and potential liability to Council is reduced.
- Investigate and respond to queries and complaints in a timely and professional manner. Where necessary, escalate queries and complaints to the most appropriate person. Keep Team Leader and /

or Head of Building informed of any issues that may require further attention (e.g. high risk, contentious).

- Provide advice on building-control related matters to developers, engineers, architects, consultants, tradespeople, and the general public.
- Maintain a high working knowledge of changes to legislation, codes of practice, and other relevant information
- Ensure Quality Management procedures are followed
- Coach and mentor staff on all building technical issues

**Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

### Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

### Key Relationships

#### Internal:

- Support Services
- Planning Services

#### External:

- Customers
- Contractors

## Typical qualifications, skills and experience:

### Qualifications and Experience

- Formal building related qualification (e.g. Trade Certificate in Building, Plumbing, or similar) is essential.
- An appropriate tertiary qualification that meets the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006 is essential
- Experience, and certified competent, in processing / inspecting up to at least R3 Building Consents / work is essential
- Full, clean, NZ Drivers Licence is essential
- Excellent understanding of relevant Building Statutes, Codes, and Standards and their practical application
- Experience in a building (or building related) trade

### Skills and Attributes

- Proactive and responsive customer service attitude with a focus on keeping the customer informed of options and progress throughout the process
- High degree of initiative with the ability to work autonomously with minimal supervision
- Ability to build and maintain strong relationships with key stakeholders
- Excellent attention to detail with the ability to maintain full and accurate records
- Ability to communicate with a wide range of people from varying backgrounds in an effective, sensitive and professional manner (written, over the phone, and face to face)
- Excellent time management and organisation skills
- Ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)
- Ability to be flexible in re-prioritising and re-organising work accordingly
- High degree of integrity with the ability to maintain strict confidence especially when dealing with sensitive and confidential information.
- Computer literate – including ability to use Microsoft Office
- Reasonable level of fitness required (may need to walk around building sites, climb ladders, and manoeuvre in small spaces when inspecting).
- Team player
- Has the ability to pick up processes quickly and to follow those processes in a systematic and logical manner
- Ability to thoroughly research issues and consider all relevant information in coming to a decision with the ability to remain objective and fair
- Ability to deal effectively with conflict situations

## Remuneration

- This position is graded at **GP6** on Council's remuneration system, i.e. between **\$65,636** (85%) and **\$77,219** (100%), depending on the Manager's assessment of the skills/ experience of the jobholder and any other relevant factors.
- This position also has a skills premium of **\$4000** net
- In addition, a benefit entitlement of **3%** of base salary is available.

## Competencies

Core	
Service	Able to identify and understand customers needs, find solutions, seek feed back and follows up on solutions.
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work.
Information technology	Able to utilise the relevant computer packages used at Council
Role specific	
Project Leadership	Provides project leadership. Focuses on project delivery. Builds alliances to achieve the projects. Monitors progress and undertakes corrective actions as necessary.
Professional Skills	Has developed a body of knowledge reflected by a graduate/post graduate qualification. Practical experience in the field over a large number of years and familiar with all facets of the profession required by PNCC.
Coaching and Mentoring	Takes opportunities for professional development. Actively seeks to coach and mentor staff. Passes on professional and organisational norms.
Relationship Building	Actively works to develop and maintain strong networks and a positive and productive relationship with key stakeholders. Maintains a network of industry/staff contacts to keep abreast of latest ideas and concepts.
Team Work	Develops high performing project teams. Is an active and contributing team player in the organisation and unit. Develops a Team based culture within the Team.
Organisational Achievement	To proactively plan work and utilise resources in the most effective and efficient way. Ensuring actions are aligned with the vision and direction of the organisation. Making appropriate decisions by taking into consideration impacts and risks, as well as monitoring those decisions as actions. Delivering on agreed goals.